



**State of Rhode Island and Providence Plantations
Department of Administration
Rhode Island Housing Resources Commission Continuum of Care Board
(401) 222-7901**

BOARD MEETING MINUTES

Thursday, October 1, 2015
11:00 a.m.

Harrington Hall
30 Howard Avenue (Building #58)
Cranston, RI 02920

Venue was changed to 1070 Main Street, Pawtucket due to construction at Harrington Hall. Message sent via e-mail, and those who went to Harrington Hall were redirected to 1070.

Attendance: Nancy Paradee, Michelle Wilcox, Deborah DeBare, Michelle Brophy, Diana Burdette, Stephanie Geller, Eileen Hayes, Melissa Husband, Jim Ryczek, Eric Hirsch
Staff: Laura Archambault, Carlos Hernandez, Mary Bray, Michael Tondra.

1. Meeting was called to order at 11:10 a.m.
2. Revamp and reapprove ranking process & criteria – The process and criteria were reviewed against the posted NOFA and were sufficient to meet the requirements. No changes were suggested and no vote taken.
3. Approve MOU between COC and HMIS lead. The board approved the roles and responsibilities as presented in the HMIS policies and procedures manual. Eric Hirsch moved to approve the roles and responsibilities as outlined in the HMIS policies and procedures manual. Eileen Hayes seconded. The motion carried unanimously.
4. Approve the HMIS policies and procedures manual as an addendum to the COC policies and procedures – the HMIS policies and procedures were completed in February, 2015 in conjunction with HUD TA.

5. Discussion on RFP for Coordinated Access Intake & Assessment – a long discussion was held on what pieces are needed to make the Coordinated Entry be more efficient. Among the topics were extending current contracts, start discussions with relevant stakeholders to develop an effective diversion program including an assessment, discussion with National Grid about household arrearages, identify those families on the waitlist that need assessment and case management, build housing location capacity in agencies through training and establish two housing navigator positions.
6. Public Comment – There was not public comment.
7. Adjourn: The meeting was adjourned at 12:45 PM

Respectfully submitted by: Laura Archambault